

Resolution No.: 16-662  
Introduced: July 22, 2008  
Adopted: July 22, 2008

**COUNTY COUNCIL  
FOR MONTGOMERY COUNTY, MARYLAND**

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By: County Council at Request of County Executive

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**SUBJECT:** Approval of Executive Regulations 22-08, Special Projects Manager, Office of the Chief Administrative Officer

**Background**

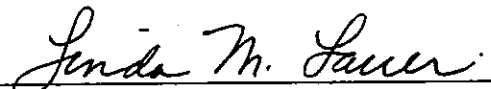
1. On July 14, 2008, the County Executive forwarded proposed Executive Regulation 22-08. The Executive stated that the purpose of the amendment was to change the title and location of the position to Projects Manager, Office of the Chief Administrative Officer and provide a revised position description.
2. The Council must review the regulation under method (1) of Section 2A-15 of the County Code.
3. Under method (1), a proposed regulation does not take effect until the County Council approves it.

**Action**

*The County Council for Montgomery County, Maryland approves the following resolution:*

Executive Regulation 22-08, Projects Manager, Office of the Chief Administrative Officer is approved.

This is a correct copy of Council action.

  
Linda M. Lauer, Clerk of the Council



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

<b>Subject</b>	Position Description for Special Projects Manager, Office of Chief Administrative Officer	<b>Number</b>	22-08
<b>Originating Department</b>	Office of Human Resources	<b>Effective Date</b>	July 22, 2008

## Position Description for Special Projects Manager, Office of the Chief Administrative Officer

Executive Regulation No. 22-08

Issued by: County Executive

Authority: Montgomery County Code, 2004, Sections 1A-104(b)(2), 2-26(e), and 2A-15(f)

Supersedes: Executive Regulation No. 8-07

Council review: Method (1)

*Montgomery County Register*, Volume 25, Issue 6

Comment deadline: June 30, 2008

Effective date: \_\_\_\_\_

**Summary:** This regulation supersedes Executive Regulation 8-07 which provided a position description for the non-merit position of Deputy Director for Special Projects, Department of Public Works and Transportation. This regulation changes the title and location of the position to Special Projects Manager, Office of the Chief Administrative Officer and provides a revised position description for this non-merit position. Montgomery County Code Section 2-26(e) designates this position as a non-merit position. Under County Code Section 1A-104(b)(2), a person holding a position in the Executive Branch designated by law as a non-merit position must be professionally qualified under a position description established by regulation under method (1).

**Address for comments** Office of Human Resources, Executive Office Building, 7th Floor  
101 Monroe Street, Rockville, Maryland 20850

**Staff contact:** Stuart Weisberg, 240-777-5154, or [stuart.weisberg@montgomerycountymd.gov](mailto:stuart.weisberg@montgomerycountymd.gov)

Please use the key below when reading this regulation:

<b>Boldface</b>	Heading or defined term.
<u>Underlining</u>	Added to existing regulation by proposed regulation.
[Single boldface brackets]	Deleted from existing regulation by proposed regulation.
<u>Double underlining</u>	Added by amendment.
[[Double boldface brackets]]	Deleted from existing or proposed regulation by amendment.



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The work is primarily sedentary, performed primarily in office settings, and subject to usual everyday risks.

## Examples of duties:

Plans, leads and oversees the development of [public works and transportation] policy on a variety of projects and provides analyses on numerous diverse and complex issues/problems [directly related to public works and transportation projects].

Organizes and/or leads [agency] committees to develop recommendations in a variety of [functional] diverse areas [within public works and transportation] and provides advice on budget, program proposals and other matters to the [Director] ACAO.

Works with executive level managers and appointed officials of other State and local government agencies on selected, sensitive [public works and transportation] local and regional issues.

Coordinates special projects[, transit initiatives,] and customer service initiatives that involve multiple public/private entities and assists [division chiefs] in the implementation of these projects.

Performs special ad hoc assignments, researches issues, oversees studies, and provides analyses on [public works and transportation] issues and develops management recommendations.

Serves as project manager, committee chair, or task force leader to implement special projects.

Performs related duties as required.

## Recommended qualifications:

**Experience:** -[Seven] Six years of progressively responsible management and administrative experience [in organizational management, or transportation and/or public works,] involving

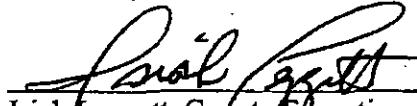


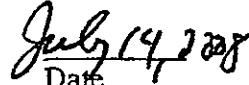
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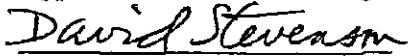
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Approved:

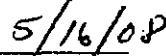
  
Isiah Leggett, County Executive

  
Date

Approved as to form and legality:



Office of the County Attorney



Date



# MONTGOMERY COUNTY EXECUTIVE REGULATION

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<b>Subject</b>	Position Description for Special Projects Manager, Office of Chief Administrative Officer	<b>Number</b> 22-08
<b>Originating Department</b>	Office of Human Resources	<b>Effective Date</b>

## Position Description for Special Projects Manager, Office of the Chief Administrative Officer

### Definition of class:

This is senior level technical and administrative work which involves planning, developing, coordinating and implementing special projects within the Office of the Chief Administrative Officer. As this is a non-merit position within Montgomery County Government, the employee will be appointed by the County Executive and confirmed by the County Council. The incumbent of this position reports to an Assistant Chief Administrative Officer (ACAO). Key responsibilities of the position include providing oversight and leadership for the County's efforts on key new initiatives and special projects and the improvement of customer services within the County. The incumbent will also serve as a project manager and/or task force leader to study issues and implement actions in a variety of programmatic and management areas across the County government.

The work requires mastery of a comprehensive professional or administrative field and expert application of advanced level management principles to conduct strategic, visionary, long range planning; to establish and implement innovative concepts; to determine and advise the ACAO on such matters as methods and processes, the allocation of major resources, or the resolution of unprecedented problems involving adjustments in work effort, service levels, or resource requirements. The employee has complete responsibility and accountability for the achievement of established objectives and works with little or no technical guidance. The work outcome has a significant impact on the general population of the County.

The work is primarily sedentary, performed primarily in office settings, and subject to usual everyday risks.



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Knowledge of Capital Improvements budgeting and programming, Operating budgeting and programming and related fiscal matters.

Skill in planning, developing, implementing and administering a broad range of public services across divisional and departmental lines.

Skill in negotiating agreements, a collective position, etc., in support of the execution of the program objective.

Ability to communicate effectively, orally and in writing, in a clear and concise manner.

Ability to establish and maintain effective working relationships with other governmental agencies, private organizations and the general public.

Ability to develop, present and defend program measurements related to the program.

Ability to attend meetings and perform work assignments at locations outside the office.

**Medical protocol:** Medical History Review.

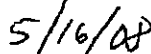
Approved:

  
Isiah Leggett, County Executive

  
Date

Approved as to form and legality:



  
5/16/08

Office of the County Attorney

Date